

~~CONFIDENTIAL~~

11. 11. 1941

ATTENTION : Mr. [REDACTED]

SUBJECT : Reclassification of Position Y 5 (Clerk Typing).

1. You are requested to raise the grade of the above identified position from GS-4 to GS-5.

2. The incumbent of this position is currently GS-5 and has been detailed to position Y5, pending reclassification action. This is a "front office position" requiring a person with a quick mind, considerable tact, and the ability to deal with visitors in the Office of the Chief in a courteous and competent manner. It also requires considerable knowledge of the over-all OTS operations.

3. The prospective incumbent, [REDACTED] is a qualified typist who is currently learning shorthand. When she has qualified in this field, we will request that the position be designated as Secretary (Steno).

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4. Your early approval of this request will be very much appreciated, since it will then permit us to recruit for position # 20, Assistant Personnel Officer.

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Acting Chief, Admin./OTS

Serving as clinical assistant to Ortho Chief Sub Operations.

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~~SECRET~~

OFFICE OR STAFF  
Office of Technical Services  
OFFICE CODE  
I  
REQUEST DATE  
27 August 1952  
APPROVAL DATE  
9/28/52  
CONTROL NO.  
25  
Approved For Release 1999/09/20 : CIA-RDP78-03568A000400190009-8  
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DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
OFFICE OF THE CHIEF Clerk (Typing)	GS-301-4	5	OFFICE OF THE CHIEF Clerk (Typing)	GS-301-5	261		

NEW OFFICE TOTALS

APPROVAL

25X1A9a

FORM NO.  
MAY 1952 30-25

T/O CHANGE AUTHORITY